

From: OFL Headquarters
Sent: Tuesday, January 22, 2013 4:49 PM
To: _All State Staff
Cc: _AmeriCorps*Vista
Subject: Guidance from the VMSU on identifying relocating members

Good afternoon,

I'm forwarding this message on behalf of the VMSU.

*Thanks,
Sara*

Due to the recent adoption of the Travel Request Profile in the portal, it is no longer necessary to collect the Travel to Service Location form in order for a candidate to relocate for service. Candidates are now identified for relocation through the relocating question at the bottom of the candidate placement screen. It is essential to the relocation process that all candidates who qualify for relocation assistance be identified prior to being placed.

We are seeing an increasingly common question raised by state offices as to how they should go about identifying who among their candidates needs to be placed as a relocating VISTA. To address this need, we recommend that staff consider the following options for identifying relocating VISTAs:

- 1) Email your sponsors and ask for the following information:
 - a. Will the candidate be moving at least 50 miles in order to serve?
 - b. What is the physical address of the worksite where the candidate will report for work?
 - c. What county is the worksite located in? - This will assist with identifying the proper pay code for the candidate.
- 2) Continue collecting the Travel to Service Location form from sponsors for tracking purposes at the state office only.
- 3) Incorporate NRV identification into your other routine contact with sponsors that are selecting candidates.

Please share these and other best practices to help ensure we can identify all of the members who qualify to receive travel assistance. Thank you!

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"The best way to find yourself is to lose yourself in the service of others."
Mohandas K Gandhi